

Implementation Manager Meeting Minutes

Name of group holding the meeting: Implementation Managers

Who called the meeting: Bob Bair

Date: 7/12/02

Time: 10:00

Place: NIST/Census Teleconference

Attendees:

Bob Bair	(CSC)
John Sansing	
Bill Starr	
Nevins Frankel	(Census)
Andy Moxam	
Tanya Booth	
Jane Munesy	
Millie Ingels	(NOAA)
Mike Stogsdill	(NIST)
Teresa Coppelino	

Agenda:

- CITRB meetings and issues
- CSC Initiatives for FY 2003
- CAMS/CSTARS Interface
- New Bankcard Requirements
- Status of Bureau Implementation Activities
- Contract Support Funding

Key issues or topics addressed:

CITRB Meetings and Issues – At the 6/18/02 CITRB meeting, OFM presented a capital asset plan that had an \$88 million increase over the previous baseline. After the meeting, which did not go well, OFM found out that the OMB tolerance is 10%. Jim Taylor talked to bureau deputy CFOs about reducing FY 2004-2008 CAMS costs and attributing some of the activities to other funding sources. The result of this exercise was to get the total increase down to about 11.6%, or an increase from \$336,013 to \$375,142. The CSC is working on developing a detailed explanation of difference, which is a combination of new requirements, redistributing ITA bureau-specific funding for FY 04-08 across the program, and some activities being classified as out of scope. We need to develop consistent categories of what is in and out of CAMS by bureau.

E-Travel – There is supposed to be a government-wide initiative to have a single travel system for all of government. All funding requests for travel systems probably will be stripped out of FY 2004 budget requests. We do not know how this system would

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interface with accounting systems, who will pay for its implementation, or how we would fund it.

CSC Initiatives In Bureau Priority Order – The CSC got levels of effort (LOEs) for priority projects based on the bureau timeline provided at the last implementation managers meeting. The LOEs covered design, coding, unit testing, and functional testing. The projects covered include: RAU, ABCO, AR standard Interface, AR conversion and rollout support, FACTS I, Hyperion Auto-Extract, Finish Phase I Archiving, Reorganization, Loans, fix Foreign Key, Data Warehouse Chaining Logic, and Technology Migration to GUI. We are having meetings with our contractors to review their assumptions and then ask for refined LOEs. This information will be presented at the CAMS Executive Board meeting on 7/25. We do not plan to discuss some initiatives, such as 133, property interface, GUI Budget Execution, and others because there are so many other higher priority projects.

New Bankcard Requirement– The DOC is being offered a discount if we pay our bankcard bills within 3 days. The current system and procedures do not processing bills within 3 days. There are major policy issues, including the impact on the current system. A finance officers' working group will conduct an analysis and consider the advantages and disadvantages to this issue. One question was whether the DOC received the discount or if it went into a general Treasury fund.

CSTARS/CAMS Interface – The goal is to complete functional requirements (data flow and business rules) by the end of September, with a first draft available on September 3. The technical team is doing research into enterprise application interfaces. The team will look at a number of options, assess cost, and provide a recommendation.

The core team (CSC, OAM, CACI, and bureau participants from both the acquisition and finance communities) had a kick-off meeting. The team reviewed the business rules and requirements that have been defined to date. They are preparing for a strategy buy-in presentation at the end of July to ensure both the acquisition and finance communities agree on the business rules and approach to the interface. The team also discussed bureau interface requirements and target dates to support implementation activities.

Contract Support Funding – As a follow-up to Teresa's proposal that each bureau contribute \$5K to support anticipated overtime requirements for Mark Highfield and Andrew Atkinson of PMA, Bob said that the CSC is not yet willing to say we have the funds to cover September overtime. The CSC still is assessing program requirements and work priorities for the balance of the year. We will discuss this issue again in August.

Action Items - None

Dates of Future Implementation Manager Meetings – All meetings will be teleconferenced at NIST and Census

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October 10	B113
November 14	B113